

# Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 28<sup>th</sup> September 2023 at 7pm**  
at St Peter's & St Paul's Church, Church Lane, CV35 0NA

**Present:** Cllr Corpe, Cllr Mitchell-Hilton, Cllr Bloomfield, Cllr Carton, Cllr Weaver, Clerk.

**In attendance:** 2 members of the public, County and District Cllr Mills, District Cllr Scorer.

**28. Apologies for absence** – Cllr Mitchell-Hilton will be late.

**29. Members' declarations of interest for items on the agenda** – Cllr Corpe item 35 expenses.

**30. Public participation session** – A parishioner asked what can be done about the speed limit on the main road into the village. Cllr Weaver advised that there is a Speedwatch scheme in progress and during the last time the speed gun was used in the village 311 vehicles passed the device and 3 of those were reported to the police and would have been sent a letter about their speed. The parishioner feels that some of the bends in the village should not even be 30mph as they are particularly dangerous when HGVs and tractors go around those corners as they regularly cross into the other side of the road. **Cllr Mitchell-Hilton** didn't manage to get a note in the last newsletter re who to report traffic incidents to but **she will put it in the next issue.**

*1 member of the public left the meeting at 7:17pm*

**31. To approve the minutes of the Parish Council (PC) meeting held on 27<sup>th</sup> July 2023** – The minutes were proposed, agreed, and duly signed.

*1 member of the public joined the meeting at 7:22pm. Cllr Mitchell Hilton joined the meeting at 7:23pm.*

*Cllrs Mills and Scorer left the meeting at 7:34pm.*

## **32. Outstanding matters/actions from previous minutes**

32.1 Grass cutting update – Village Greens - Cllr Bloomfield has been in email correspondence on numerous occasions since the last Butlers Marston PC meeting trying to arrange for the contractors to mow on the dates they list on their website. This has proven to be quite a challenge. The last cut of the season by the contractors is week commencing 25th September. The Bank - Severn Trent Heritage Estate Department (STHED) have continued to carry out work on The Bank on the village green, removing a wasps nest. Cllr Corpe has continued to raise concerns over the manhole condition and the crater that has appeared on the top of The Bank. STHED have confirmed that both are satisfactory and are what is expected for its age and construction "Please rest assured Severn Trent will always ensure structural integrity of our assets and this is on our radar with no current concerns.". **Cllr Corpe will raise these with Heritage England as this is not the PC understanding of maintaining a scheduled monument.**

32.2 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish - Cllr Corpe has been chasing for an update on WCC's feasibility study which was due at the end of July but has not had any update and Cllr Corpe is struggling to reach the team involved. Hopefully an update will be available for the November meeting.

32.3 Butlers Marston Church Restoration and Reorder Group - The working group has completed its research tour of other churches which have completed a reorder project. In total the group visited six churches. All had reordered at different times and for different reasons. It was incredible to see what other churches had achieved and there were a lot of amazing ideas to consider. The full report is available on the village website -

<https://tinyurl.com/ChurchVisits>. There were a few key elements to take away such as considering the whole church not just specific areas and thinking about future proofing elements so that areas like technology can be upgraded at a later date. Storage seemed to be the main area most churches underestimated and most wished they had gone further and done more to maximise what they did during their reorder. The working group has now completed the survey element of this phase and is collating the data to present at the public meeting to be held on Wednesday 25th October. The final design concept and report will be published at the end of October/ early November for the next PCC meeting and then the November PC meeting. A summary of all the results and the final report will be published on the village website. Once this phase of the working group has been completed it is planned to expand the group as workload increases with the aim to keep the steering committee at three.

- 32.4 Update re discussions with Highways re width of footpaths - Footpath Widths - **Cllr Mitchell Hilton** and Cllr Carton have continued to review the current village footpaths and updated the map identifying areas which should be widened. They have put together a detailed report including photos of all areas in the parish that have issues on the footpaths and will **submit this to Highways**. Memorial Footpath - Cllr Corpe has continued to chase Orbit on maintaining the path by the memorial cross. There has been some confusion over what was agreed as Orbit thought they were only sweeping the path not keeping the garden bank back. Cllr Corpe has provided correspondence confirming and Orbit are investigating the land registry plans. If Orbit does not deal with the situation, Highways may be forced to rectify the issue and this will be charged back to Orbit as the property owner.
- 32.5 Update re bank mandate changes – Cllr Weaver advised that he still has not been able to get onto the online banking. **Cllr Weaver will try again asap.**
- 32.6 Maintenance of the War Memorial - Cllr Mitchell Hilton included an article in the village newsletter but as of yet the PC has not had any replies from residents to take on this project. There is a parishioner who may be willing to do this. **Cllr Mitchell-Hilton to speak to the parishioner.**
- 32.7 Update re transfer of the ownership of the PC website to the PC - Cllr Corpe has completed the transfer of the council domain (butlersmarstonvillage.co.uk) to the council by taking over the existing account. The Clerk will now see if it is possible to get a debit card for these transactions going forward. Once this is confirmed **Cllr Corpe will update the payment details on the domain registration and website hosting.**
- 32.8 Bus shelter/phone box refurb project including confirmation of noticeboard to be ordered – quote received for a 2 bay 6xA4 man made timber board with header 'Butlers Marston Parish Council' of £1,756.95 – Retaining Wall - The developer at Kennel Hill has now cleared the site and has provided the council with two pallets of breeze blocks to use which are stored at Tubbs End Farm. The developer has confirmed there is no more stone available as they have decided not to build the gate posts. Cllr Corpe will now need to reach out to residents to see if there are members of the community able to help construct the wall around the phone box and other side of the bus shelter. The original resident who offered is now unable to do the work. The wall needs to be built before or in conjunction with the new noticeboard being installed as its planned to incorporate this into the design. Orbit who knocked the old noticeboard down had agreed to pay for the new one to be installed. Repurpose of the Bus Shelter/Phone Box - The plan was to convert the phone box into a book exchange box and the local resident who offered to do this hasn't got to it and is unlikely to be able to do so. Noticeboard – The grant awarded is £1580 which is not quite enough to cover the cost of the noticeboard. Clerk to contact Cllr Chris Mills to ask if there is any possibility of applying for the additional funds needed

(around £200). If not the difference could be funded by the CIL funds awarded to the PC. It was proposed and agreed that the 2 bay 6xA4 man made timber should be purchased with two lockable doors and the heading should say 'Butlers Marston'. **Clerk to place order at the appropriate time when funding and the wall have been resolved.**

32.9 Village newsletter contribution update - Cllr Mitchell-Hilton has met with the Village Newsletter organiser and confirmed publish dates/deadlines.

**33. Proposal to instruct tree work as recommended in the previous tree inspection report -**

These are trees T6 and T8 with G9 needing to be dealt with in 2024. A quote has been received to complete these works but it was agreed that a second quote should be obtained. **Cllr Corpe to obtain another quote and bring details to next meeting for a decision to be made.**

**34. Proposal to put together a Butlers Marston Halloween Map - It was agreed to go ahead with this and to publish the map online.**

**35. Finance**

35.1 Confirmation of the bank balances as at 21.09.23 of £3,482.21 and £5,520.41 – Cllr Mitchell-Hilton confirmed the balances stated are correct.

35.2 To confirm completion of the first quarterly (Apr to Jun) internal financial check - Cllr Mitchell-Hilton confirmed the check has taken place and all was found to be in order.

35.3 Proposal to apply for a debit card to allow online purchases to be made by the PC rather than the Councillors/Clerk needing to pay for items and request reimbursement – Proposed and agreed. **Clerk to apply for a debit card and confirm what the appropriate financial safeguards should be for the use of the debit card.**

35.4 To agree which insurance quote to accept for the October 2023-24 insurance: It was proposed and agreed to remain with Clear Councils as the asset cover on the Zurich policy is not enough to cover all existing assets. **Clerk to arrange the renewal with Clear Councils.**

- Clear Councils (previously known as BHIB) - £314.18
- Zurich Municipal - £277

35.5 To approve the following payments made using delegated powers: Proposed and agreed.

02.08.23	Simon Corpe	Sign engraving	£7.50
02.08.23	The Stour Federation	Printing re election flyer	£9.90
22.08.23	Butlers Marston PCC	Donation re newsletter	£90.00
29.08.23	Simon Corpe	Domain name	£22.79
22.08.23	Kirsty Buttle	Salary and expenses August	£124.59
22.08.23	HMRC	Tax August	£27.40

35.6 To note the following receipts: Noted.

01.09.23	WCC	County Councillors Grant - Noticeboard	£1,580.00
11.09.23	Lloyds	Interest	£5.22
21.09.23	SDC	Precept	£1,880.50
09.08.23	Lloyds	Interest	£5.11

35.7 To approve payment of the following invoices: Proposed and agreed.

Kirsty Buttle	Salary and exp Sep	£110.39
HMRC	Tax Sep	£27.40

**36. Planning applications received - None**

**37. Planning decisions received - None**

**38. County/District Councillor reports** – Cllr Mills provided a written report which can be found on the PC website with the minutes.

**39. Information exchange - Stratford-on-Avon Council Plan** - On 7th September, Cllr Bloomfield attended a Teams presentation of the Council Plan by Gleeds, Global Property and Construction Consultants. The meeting was attended by over 30 councillors. The agenda was purely to go through the presentation on the objectives, why and the drivers behind creating the plan with no real information on how many new builds or where. Questions were raised that the plan did not mention extra facilities for burial sites which Gleeds took on board. The Gleeds representatives said that they were looking to align the Council Plan with the local neighbourhood plans where they could as they were the second drivers. Further meetings will be arranged going forward.

**Hedges & Drains** - Cllr Corpe has contacted Highways regarding the hedge on Bank View which is overgrown and following a residents letter is also damaging vehicles. Highways will also look at the road drains in this area and Cllr Corpe will send Highways a detailed map of the road drains to make sure all are cleared before the winter. Additional help with this could be needed. Cllr Corpe has also contacted the owner of the old school ground regarding the overgrown hedges by the main road and the garages. The owner was happy to address these and requested photos which have been sent, however the owner hasn't come back or confirmed when the work will be done.

**BM Water Treatment Plant** - Residents have raised concerns with Cllr Corpe regarding the Water Treatment Plant. In particular the last sewage extraction caused an issue to a number of residents. It's been a continuous issue but August's removal was operated from a different area forcing residents to close windows and doors and to avoid leaving their homes on a day when temperatures were in the mid twenties because of the smell. Previously the tanker damaged a car so badly that it was a write off. The tractor and tanker continuous work has damaged part of the village green and at one point caused a water leak, damaging a scheduled monument. Hedges have been cut to improve the area/access but the clippings left on the ground have either blown into storm drains or rotted and now grass is growing. Cllr Corpe has had a call with the area manager and they have confirmed that they will make changes to rectify the issue but as of yet Cllr Corpe has not received a confirmation email that these changes have been made. Cllr Corpe will pursue and if confirmation is not received soon will suggest that a meeting is held with Severn Trent on site to discuss the matter further.

**Meeting closed @ 9:10pm**

**Date of next meeting – 23<sup>rd</sup> November 2023**

Signed..... Date.....